



City of Fort Lauderdale • Department of Procurement Services  
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To Potential Vendors and Bidders:

### **NEW VENDOR REGISTRATION/INFORMATION PORTAL**

We are pleased to announce the City of Fort Lauderdale's participation in an innovative joint purchasing program that could potentially lower the City's operating costs, while also making it more cost effective and efficient for vendors to do business with the City. The City worked to develop a common e-procurement platform, which allows our customers and the City to work together at a level that previously was not possible.

RFP Depot was selected as the City's e-procurement system. It was chosen because of the strong functionality of its software, the high degree of local flexibility of the system, and its business model, which makes it possible for a local government to adopt the system. RFP Depot will distribute automatic email notifications to member vendors. Vendors will receive notification for goods and/or services as selected by the vendor during sign up with RFP Depot. Vendors may also respond to invitations to bid electronically. **There is no cost for vendors to sign up with RFP Depot system.**

There is no longer a requirement to submit a vendor application to become a registered vendor with the City of Fort Lauderdale. You can register directly with RFP Depot at [www.rfp.depot.com](http://www.rfp.depot.com). If solicitations become available, you will receive an email notification. But it is crucial that you select commodity class codes upon registration with RFP Depot.

For general questions, please contact the Procurement Service Department at (954) 828-5142 or email us at [purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov).